

**INFORMATION PACK FOR APPLICANTS**

**KITCHEN ASSISTANT/CLEANER**

**Atherton Community School**

# chapelstlogo-purpleonwhite-printquality_R1Dear Applicant,

Thank you for your interest in working at our school. Atherton Community School is a state funded secondary school which aims to provide outstanding teaching and learning, allowing each child to be the best that they can be. The school opened in September 2012 with just Year 7 students and has grown year-on-year up to Year 11.

Atherton Community School offers an enhanced curriculum and enables students to thrive, it enriches the lives of local families and enhances community life. In developing the school, which blends traditional and innovative approaches to learning, Chapel St and our community partners are creating an educational hub that opens doors of change, relationships, and opportunity for our students.

We are looking to appoint an enthusiastic Kitchen Assistant/Cleaner to join our catering team. **The successful candidate will be innovative, forward thinking and a strong team player whose philosophy mirrors our own of Expecting Excellence Everywhere. This is your opportunity to join a “Good” school (Ofsted 2014) which is oversubscribed and offers small year groups and small class sizes.**

**We value our staff and believe that big or small, all teams deserve the best.  All employees at Atherton Community School have access to 100’s of affordable and free perks, comprehensive health and wellness programs, salary sacrifice and more (for more information visit**[**www.perkbox.co.uk**](http://www.perkbox.co.uk/)**).**

We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Stella Holland on 01942 885500 or s.holland@atherton-cs.org

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

If you have a disability and require any reasonable adjustments that will enable you to apply for this position, please let us know.

I look forward to receiving your application.

Yours faithfully,

**Lynn Burton**

**Principal**

[www.athertoncommunityschool.com](http://www.athertoncommunityschool.com)

[www.chapelst.org](http://www.chapelst.org)

Kitchen Assistant/Cleaner application details

**Apply by: Friday 16th March 9.00 a.m.**

**Interviews: TBA**

**Job start: as soon as possible**

**Salary:** £16,477 FTE, £9,470 for 25 hours per week, 39 weeks per year,

dependent on experience and qualifications

**Location:** Atherton,Manchester

**Contract:** Permanent 25 hours per week, 39 weeks per year.

Job Description

**KITCHENT ASSISTANT/CLEANER**

**Responsible to: Catering Manager**

To support the catering team with the provision of high quality catering service to meet the school’s needs and support pupils learning.

To carry out any other duties that may be reasonably regarded within the nature of the role, responsibility and grade of this post.

| **Main duties and activities** |
| --- |
| * Carry out duties as directed by the Catering Manager to the required standards, assisting the rest of the team with any cleaning tasks (including dining tables and dining hall floor) as directed by the Catering Manager.
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| * Assist in the preparation and cooking of high quality meals for students and staff whilst maintaining high levels of food hygiene practice.
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| * Assist with the cleaning up after meal times including the setting out and putting away of dining furniture in a timely fashion.
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| * Serve food in an efficient and friendly manner and operate the cashless catering till when required.
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| * Maintain high standards of food hygiene in the kitchen and surrounding areas at all times.
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| * Assist with the day-to-day cleaning of equipment and report any faults or problems to the Catering Manager with particular regard for Health and Safety of self and others and assisting the Facilities team if and when necessary if required.
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| * Maintain confidentiality of information acquired in the course of undertaking

duties for the school. |
| * Be responsible for your own continuing self-development, undertaking training as appropriate.
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| * Be responsible for promoting and safeguarding the welfare of children and young persons who you are responsible for or come into contact with.
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| * Support the vision and ethos of the school at all times and contribute to the wider school community including supporting school events.
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Person Specification

**KITCHEN ASSISTANT/CLEANER**

**Responsible to: Catering Manager**

E = Essential D = Desirable

| **Specification** | E | D |
| --- | --- | --- |
| **Knowledge/Qualifications**Up to date knowledge of Health & Safety, Environmental Health and Food Standards Agency requirementsLevel 2 Food Hygiene CertificateSafeguarding children trainingQualified First Aider | E | DDD |
| **Skills/Abilities**Excellent communication skillsAbility to work as part of a team Proven ability to take the initiative and assume responsibilityAbility to work with precision and to timescaleCustomer service skills, including diplomacy and remaining calm under pressureAbility to apply ICT skills to the role | EEEEE | D |
| **Experience**Experience of working in cateringExperience of using general catering equipment safely and correctlyExperience of working in a school setting and/or with young people | EED |  |
| **Personal qualities**Self-motivated, well organised with a positive attitudeIntegrity, reliability and commitmentWillingness to contribute to the life and work of the school, including extra-curricular activitiesWilling to contribute to the distinct ethos of the school which is grace, love and fellowship | EEE | D |

Application process

**Applications will only be accepted from candidates completing the enclosed application form. Please complete ALL Sections of the application form that are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed application form.**

**Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

1. Candidates should be aware that all posts at Chapel St schools will involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this application pack for further details.
2. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

**Interview process**

After the closing date, short listing will be conducted by a panel who will match your skills/ experience against the criteria in the person specification. If you are successful at shortlisting, you will be notified accordingly. At this stage, two references will be taken on shortlisted candidates. You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your application form.

Unfortunately, due to the volume of applicants we cannot provide feedback to candidates who are not shortlisted for interview.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline.

**Conditional offer pre-employment checks**

Any offer to a successful candidate will be conditional upon:

* A satisfactory enhanced DBS check
* Proof of qualifications relevant to post
* Two satisfactory references
* Evidence of right to work in the UK, in accordance with the Asylum and Immigration Act 1996
* An occupational health assessment
* Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please note provision of false information could result in your application being rejected or summary dismissal if you have been selected.